



Good Will Children Private School

Attendance and Absence Policy

Our Vision is

Empower students to develop a growth mindset and reach their full potential through collaboration, exploration, and citizenship, so they can impactfully contribute to the global community of a changing world

Our Mission is:

- GCPS develops the content knowledge, skillset, and ethics to make positive global citizens, true innovators, and passionate leaders.
- GCPS cultivates a deep understanding of Islamic values and the culture of the UAE to develop a character that is identified by integrity, self-discipline, and tolerance.
- By promoting a learning environment of academic excellence and building strong partnerships with families and the wider community, we prepare students to be, lifelong learners with high expectations, and an appreciation for diversity
- To provide broad and balanced learning opportunities that enable students to experience rich language acquisition and reach their full potential.

Adopted on: September 2017

Revised on: May 2018

Amended on: August 2023

Next Review Date: August 2024

Distribution List

Principal /Board of Members

School Heads

Academic Staff

Administration Staff

Parents

Policy Framework:

- Good Will Children Private School aims to achieve a high attendance rate for students through the commitment to provide a safe and stimulating learning environment that encourages students to participate and be involved in active stimulus learning which is self-motivating and reward those with high attendance as suitable for the students age and stage level. The school provides clear and specific information to parents and students explaining the rules of attendance and absence and the consequences of low attendance rates.
- Parents' Awareness of the procedure may limit the student's lack of commitment to attend (through the Parents' Handbook), which is published annually on the School Website and the students have a shorter version suitable and explained during Student Circle Time or Classroom Assemblies.

The attendance of each student can be summarized as follows:

95+	Excellent - well done and this will help all aspects of life and progress in school and this gives a good start in life and supports positive work ethic. At the end of each semester, certificates of appreciation will be awarded for attendance at 95% +.
90% - 95%	Good – Good Job. I will try to do better next term.
85% - 90%	Average - Absence now affects school achievement and progress and please work with the school urgently to improve the situation.
Less than 85%	Poor - Absence causes serious concern and affects achievement, progress and disruption of student learning. The school will communicate with the parent through various communication channels to improve student attendance. For parents to allow absence from school without good cause is a mistake by the parents and the school only is to "authorize" absence (even if the reason for absence is justified and accepted by the school admin).

Arrival and Attendance Registration:

Time	Description	Person responsible
8:00am	Enter the Classrooms	
8:15 am	Registration of Attendance	Class teachers

8:00 am	Check Attendance in buses and cross reference with Classroom Attendance	Transport Supervisor
8:30 am	Communicate with the guardian for delays and absence.	Assigned Person

School Procedure to monitor and review the student attendance

- According to Article (54) of the Department of Education and Knowledge (ADEK) Regulations, the school sends the attendance policy to the parents, explaining the procedures used to deal with the absence of students.
- The school ensures a high level of education as a means of ensuring regular attendance. **All students have to arrive on time and attend morning assembly with due punctuality.**
- Responsibilities are set for Teachers, Department Supervisors and Administration Staff to follow attendance and absence.
- The student attendance report is weekly monitored and regulated on regularly basis and the corrective actions are taken for abnormality in attendance patterns.
- It is the responsibility of class teacher to take the attendance of students through Class 365 LMS by 8:15 am. It is the responsibility of teacher to inform IT department if they are facing software problem while marking attendance.
- Daily record of Attendance and late records (students coming late to school) are documented to ensure the preparation of necessary reports. Assigned Person is responsible to provide the daily attendance of students to registrar.
- The registrar will enter the Attendance data and Absence on the Electronic Student Information System (ESIS) daily and social worker will send text messages to the main guardian to notify them or call them for follow up. Assigned person will follow up with class teacher if the attendance is not logged in Clase365 LMS.
- **All unexcused absences are followed daily by school nurse and assigned person. They will call the parents and find about the valid reason of absence and follow up with the documents. The assigned person emails the number of students absent on a daily basis to Principal.**
- All the students with medical condition will attend the flip class which will be monitored by teachers. HOD will inform the class teaches to upload the material on LMS flip section to students so that they can complete tasks from home.
- Follow up the absence of unjustified students and deal with it immediately. The school must also cooperate with parents to deal with the excessive and continuous absence of students and develop mechanisms to improve attendance rates and provide periodic reports to ADEK in this regard.

- The Class Teacher marks the Class Attendance Record before the beginning of first session. If a student is late the Reception Desk will update the Attendance Record accordingly on Classe365 LMS.
- The Head of Department (and not parents) has the authority to give permission for students to not attend and be absent. Good Will Children Private School adheres to ADEK guidelines for delegation of absence and does not encourage absence for any reason during the semester. If the school receives any declaration of emergency holiday by ADEK the parents will be notified by SMS and or School Circular.
- The school provides all necessary support to help the students to accomplish the tasks and duties that he or she has missed.

Parental Responsibility:

- The school informs parents of their responsibilities to ensure that their children are regularly present in the school and will communicate reminders in the newsletter of school regulations and the consequences of their non-compliance.
- Parents have an obligation to ensure that their children receive full-time education (which is an estimation of 20 hours for kindergarten, and an estimation of 28 hours per week including activities and recess for Cycle 1 and Cycle 2).
- Parents /Guardians have to ensure that family vacations take place during scheduled school holidays.
- The student's Guardian will communicate with the School Administration on how to help the student and provide support (if possible).

Student Responsibility

- The student is responsible for completing the missed academic assignments within the period given to him to deliver his duties.
- Students are expected to attend school on every school day as specified in the school calendar.
- Students shall arrive at school punctually every day, attend morning assembly and attend classes on time.
- If a student needs to be absent from the school for a particular day, Parents/Guardians must inform the school accordingly (refer ADEK policy 55)

Emergency Medical Conditions and Appointments:

- Parents should contact the school in the absence of their Child before 8:30 am from the first day of absence.
- Corresponding to the Child Protection Policy No. (3) in the ADEK Policies and Regulation No. 5, in case of the parent did not contact the school to notify the absence of their ward, the School Administration communicates with the guardian to ensure the safety of the student, as part of the school's protection measures.
- The parent must make every effort to arrange the Medical Appointments outside the school hours. If necessary, the parent must bring a doctor's note from the hospital and return the student after the Medical Examination to the school so it can be recorded as Authorized Medical Lateness.
- To reduce the risk of Contagious Diseases among other students at school, the student must be absent for 24 hours or more if necessary and with a written testimony from the doctor to ensure that the period of spreading the illness has passed.
- The guardian must bring a Medical Certificate of Absence stamped by a government or Private Medical Institute from (3 to 5 working days).

Permission for Absence:

- According to the ADEK Policy No. 55, the school uses a Flexible Time Policy in days of bad weather (heavy fog and low visibility) to ensure the safety of students and staff.
- The Assigned person studies cases of regular absence and communicates concerns with parents.
- When applying for absence during the semester the Head of the Department needs to consider a number of factors prior to giving a decision on rather to authorize the absence or not (student's age and stage, the nature of the proposed absence, the timing of the proposed absence, attendance pattern during the year and in previous years).
- In accordance with ADEK Policy No. 55, the guardian must send a written letter and provide the necessary evidence for the absence and clarification of the period. This must be submitted at least 10 days prior to the expected absence so that the student's teacher can draw up a list of required work, duties and tasks that would need to be prepared in advance to assign to the student

Family Holidays and Absence during the Semester:

- The school sends the approved ADEK school calendar and is published on the website of the school, indicating Periods of Study and Tests, Religious and National Holidays, the Beginning and End of each Semester and the duration of vacations that are in between the semesters.
- The absence of a student during the semester can harm the student's continuity in learning. So, the School Management strongly urges parents to avoid booking a Family Holiday during the Semester or request Examinations to be modified to suit their Family Holiday.

- Parents do not have the right to automatically withdraw students from the school for a holiday, and according to ADEK Directive No. 55, the guardian must apply for prior permission. This permission is granted in accordance with the system established by the School Administration. One holiday of not more than ten days, the school can authorize vacation in one year for any grade.

Examples of Absence:

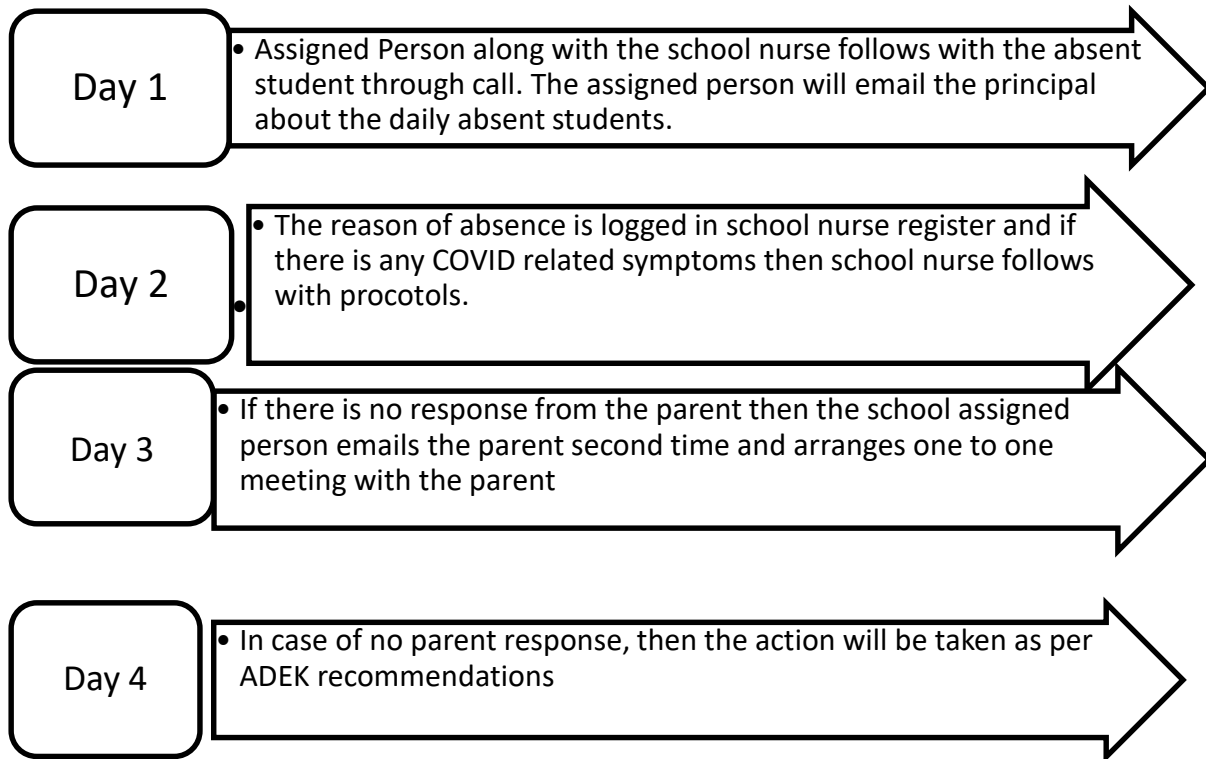
Absence is justified or unjustified as detailed below:

Unjustified Absence	Justified Absence
<ul style="list-style-type: none"> • Shopping trips. • Take a winter or spring break for a week at school time because the cost is cheaper during the semester. • Football Matches • Truant Absence: If the student is absent from School without their parent’s/guardian’s knowledge or consent or if Parents/Guardians have colluded with the student so that they are absent without authorization. 	<ul style="list-style-type: none"> • illness or disease • Medical appointments that cannot take place outside school hours. • Death of a first or second degree relative. • Mandatory attendance of an official body. • Short absence for a family wedding or family celebration. • Attend a special cultural or religious festival. • Taking an additional day that follows a weekend or a public holiday for purpose of travel with a parent. • The school administration will excuse students for being late in the morning during days with adverse weather conditions (e.g., heavy fog)

Suspending Students from School for Absence without Excuse:

- The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the schools have already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order must be issued by School Principal and approved by ADEK, and the guardian is informed.

Procedure to Follow for Unexcused Absences



Monitoring of Policy

The School Principal will regulate this policy on regular basis and will take necessary actions in case of consistent unauthorized student absence. The board members and Principal will take all the necessary steps to amend any existing policy and will inform the staff about the same.

Addendum – (26th August 2021)

Student Absence

- ⦿ These policies should be read in conjunction with the Policy 54 and 55 of the Private Schools Policy and Guidance Manual 2014/15.
- ⦿ Attendance is compulsory during all modes of learning (face-to-face or distance learning). A student is marked absent if they fail to attend classes.
- ⦿ An absence is only authorized for the following reasons, confirmed by a signed letter from Parents/Guardians or by way of official documents to attest for the full duration of the absence:
 - * Illness
 - * Death of a first- or second-degree family member
 - * Scheduled doctor appointments
 - * Official community task
 - * Mandatory appearance before an official body
 - * Essential urgent family travel for matters such as medical treatment or the death of a family member.
- ⦿ Schools shall immediately communicate with parents in the case of an unauthorized absence, a cumulative absence rate less than 10% in accordance with the school's own policy, and/or a cumulative absence rate of 10%.
- ⦿ Parents shall notify the school in advance of any planned absences and submit the required documentation.
- ⦿ Where exemption to return to school is granted to any Student of Determination to ensure their health and safety or that of other students, staff, and community members, schools shall provide clear and comprehensive educational provision to ensure their ongoing academic, social, behavioral, and emotional progress during distance learning. All decisions must consider the needs of the child and their parents and all efforts must be made to accommodate the Student of Determination appropriately.